

# California Housing Finance Agency

## Job Opportunity

### Housing Finance Officer (Rental)

Salary Range	\$5713-6906
Final File Date	Open until filled.
Division	Multifamily Program Division. <i>Note this Division on the front of your application.</i>
Specific Location	15 & L Streets, Sacramento
<b>Tenure &amp; Timebase</b>	Permanent & Full-time
Number of Positions	One
Questions?	Carol LiVecchi 916-327-5172 or clivecchi@calhfa.ca.gov
Who Should Apply	Applicants should be on a current eligible list for appointment to this classification, or be State employees who are currently in the classification being advertised, or be eligible for lateral transfer to this classification, or former State employees with reinstatement rights to this classification. Applications will be screened and only those that best meet the requirements of the job will be considered. <b><i>Appointment is subject to the provisions of SROA.</i></b>
How to Apply	Submit a standard State application form (resume may be attached) to: Carol LiVecchi California Housing Finance Agency P.O. Box 4034 Sacramento, CA 95812-4034 <i>Note on the front of your application that you're applying for the position in the Multifamily Program Division.</i>
Duties	<p>Under minimum direction of the Housing Finance Chief (Rental), this advanced underwriting level position is assigned tasks requiring a high level of knowledge, judgment and expertise in underwriting loans on multifamily residential projects generally consisting of 12 units or more. The Housing Finance Officer is responsible for the entire process, from review of projects with preliminary underwriting information through permanent loan closing. Assigned responsibilities include</p> <p>45% Evaluate mortgage loan proposals submitted to the Agency for a variety of projects including multifamily, elderly, congregate, mixed income and other related commercial facilities. The Officer is responsible for underwriting complex loans and must ensure that the proposal complies with Agency program guidelines and mortgage lending industry standards</p> <p>Analyze proposals for their economic feasibility. Ensure that construction and operating costs are met by proposed rent levels. Prepare and analyze project cash flow projections. Determine the environmental impact of developments. Conduct site inspections and meet with local officials to determine desirability of the project.</p> <p>Carefully scrutinize market analyses, appraisals and valuations of other similar multi-unit rental projects to determine that data is factual and up to date, and that the assumptions used are accurate.</p> <p>20% Attend concept meeting(s) early in the process with developers, local authorities and other interested parties to determine if the project is feasible and can overcome potential obstacles. Determine the schedule that must be met for timely presentation of the project for Agency approval.</p>

*Equal Opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.*

<p><i>It is the objective of the State of California to achieve a drug-free state workplace. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.</i></p>	<p>10% Solicit mortgage loan proposals from developers, community groups, and other interested parties. Respond to inquiries client base and explain Agency programs and program requirements. Work closely with developers and sponsor to resolve problems related to proposed residential developments.</p> <p>10% Make presentations and recommends approval to the CalHFA Board of Directors and senior loan committee on development proposals.</p> <p>10% Other duties as assigned.</p> <p>5% Recommend policy changes to the multifamily program guidelines; originates revisions and changes to new and existing programs.</p>
<p>1/6/05</p>	